AF Form 55 Update Guidance

Reference: AFI 91-301

The Supervisor is required to maintain an AF Form 55 for their personnel, and accomplish the required briefings that may apply.

Documentation of training must be maintained in the work place. For DOD civilian personnel, documentation may be filed with the AF Form 971

There seems to be some confusion on what to put in blocks 6 and 7. In block 6, list the hazards associated with the present job or tasks and work areas. This can be hazards such as:

- noise
- electrical shock
- radiation hazards
- exposure to hazardous materials, toxic substances, etc.

(continued)

- **If you're not sure what types of hazards may be present, start by reviewing the T.O.'s, job/position descriptions for the worker, etc.**
- **Call the Safety Office if you really get stuck!**
- ***NOTE:*** ***admin-type personnel normally are not exposed to many hazards, unless they're required to enter areas (shops, hangers, etc.) where hazards can be present. The info in this block may be minimal in this case. However, the mandatory training listed in Block I of the AF Form 55 must be given and documented.***

Block 7 is for any Occupational Health Medical Examination requirements.

This is determined through the Aerospace Medical Squadron.

- **Section I of the new AF Form 55 (NOV 96) lists mandatory items to be briefed to all personnel, as applicable. Review the items, and decide which items apply to your area and the individuals' job duties.**
- **Don't discard any old forms. [You currently must maintain them for one (1) year. We suggest you give a copy to the individual for their records before discarding.**
- **Current guidance permits the form to be properly destroyed (shredded) after one year.]**

- **Sections II and III lists Personal Protection that is issued or provided in the work area.**

- **Review these items, and check the appropriate blocks as they apply, and brief accordingly.**

- **On the reverse side of the form, in Section IV, complete the type of training, the date(s) of initial training and recurring training that's given. Examples could include:**
  - **ORM training**
  - **Hazard Communication training**
  - **Other specific Safety, Training and health training (i.e., "lockout/tagout," confined space entry, bloodborne pathogens, fire extinguisher training, etc.)**
  - **Supervisors Safety Training ("SST")**

- **New guidance regarding disposition of the AF Form 55 is now provided (see Attachment). If the training information is transferred from the Form to an automated system, maintain the original form for one year.**
- **Give a copy to the departing or transferring individuals. Additional guidance can be found in AFMAN 37-139, Records Disposition Schedule.**

Review the form and training requirements on an annual basis with the individual, or when changes occur that warrant additional training or protective equipment.

- **This information is a necessary component of the Job Safety Analysis (JSA), and Operational Risk Management (ORM) Programs.**

- **If you need additional assistance, contact your safety office.**

INSTRUCTIONS FOR COMPLETING AF Form 55, EMPLOYEE SAFETY AND HEALTH RECORD

Items 1 and 2.

- **Self-explanatory.**

Item 3.

- **Employee’s duty section mailing SYMBOL.**

Item 4.

- **Self-explanatory.**

Item 5.

- **Employee's duty title as established by job description.**

Item 6

- **Briefly describe hazards the employee may encounter on the job, such as chemicals used, electrical hazards, etc.**

Item 7

- **Indicate if duties require occupational health medical examination and frequency.**

- **You may need to call SGPB at 7-4551 for assistance.**

Section I

- **Mandatory items. Each new employee is briefed by his or her supervisor on the items identified in the job safety training outline and any other particular items of concern.**
- **(Such additional items can be added in Item 18 or in Section VI, Remarks.)**

Section II.

- **Personal Protection Issued. Indicate any items issued to personnel for their sole use by make or type. When any item is issued, a briefing is prepared on the reasons or tasks requiring the item.**
- **It shall be made known to the employee that the proper use of protective clothing or equipment, when required, is a condition of employment and not an option.**

Section III.

- **Personal Protection Provided in Work Area. Indicate the items provided in the work area for general use by task, such as face shields or goggles for grinding. As these items are checked off, indicate the type and reasons for use.**
- **It must be made known to the employee that the proper use of these items, when required, is not an option but is a condition of employment.**

Section IV.

- **Record of Specialized OSH Training Provided. Indicate specific safety training provided, as required, such as employee Safety, Fire Prevention and Protection, and Occupational Health On-The-Job Training.**
- **Record both Supervisor's and employee's signatures. Computer signature verifications are currently at the discretion of the command.**

Section V.

- **Include any remarks relevant to employee safety and health training issues. You can reference specific OI's, JSA's etc.**
- **An example could be a specific type of respiratory protection equipment used by the employee (brand, type, size, filter media required, etc.)**